

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
OFFICE OF ENVIRONMENTAL AND HISTORIC PRESERVATION**

Guidance for Project Photographs

Aerial Photos

1. Obtain an aerial photo; there are multiple online sources for aerial photos that are either free or request a nominal fee.
2. For the aerial photo, use the screen capture feature (Ctrl +PrtSc) and copy the image to photo editing software , such as Paint, Power Point, PhotoShop, or others. Use that software to crop the image so the photo has the content necessary.
3. Open Power Point, or other graphics-oriented software, and paste the aerial image on the canvas.
4. Using drawing tools such as line drawing, shapes, and fill colors, label exactly where project activities would take place (for example: installation of fencing, lighting, cameras).
5. Cut and paste completed drawing into Word document and explain details of the project.
6. An example of a completed product is provided below.



Applicant Name: _____
Project Title: _____

Grant Program: _____
Grant Number: _____

Exterior Photographs – 8 photos

Ground-level photos should be close enough to show the installation location, but far enough away to show the immediate surroundings of the installation location. Please refer to diagram below.

Photographs must be taken from different angles (#1-#4) in order to get a sense of the structure's location, setting, design, materials, workmanship, feeling, and association. For outside damage, one photo of each exterior elevation is necessary for an adequate review. A photo of the front façade (#5) is required to assist in the identification of architectural styles, along with one or two taken from an angle (#1-#2) that includes the front and sides of the building. It is beneficial to include a photo showing what is adjacent to the structure (#6-#7) in question and a streetscape (#8).

Interior Photographs - 4 photos or multiples of 4

If the proposal involves the interior of a building such as seismic retrofit or flooding, a set of photos of each interior wall elevation of the damaged room or rooms is needed.

Contextual Photographs – 4-6 photos

Photographs taken of the subject's environs and immediate surroundings provide a sense of the view shed which enables an aesthetic assessment.

Compress picture files in Word documents for easier transmission via e-mail through the following steps:**Create file:**

1. Open Power Point, or other graphics-oriented software, and paste the image on the canvas.
2. Using drawing tools such as line drawing, shapes, and fill colors, label exactly where facility security enhancements will be installed (for example: fencing, lighting, cameras).
3. Cut and paste completed drawing into Word document and explain details of the facility security enhancements.

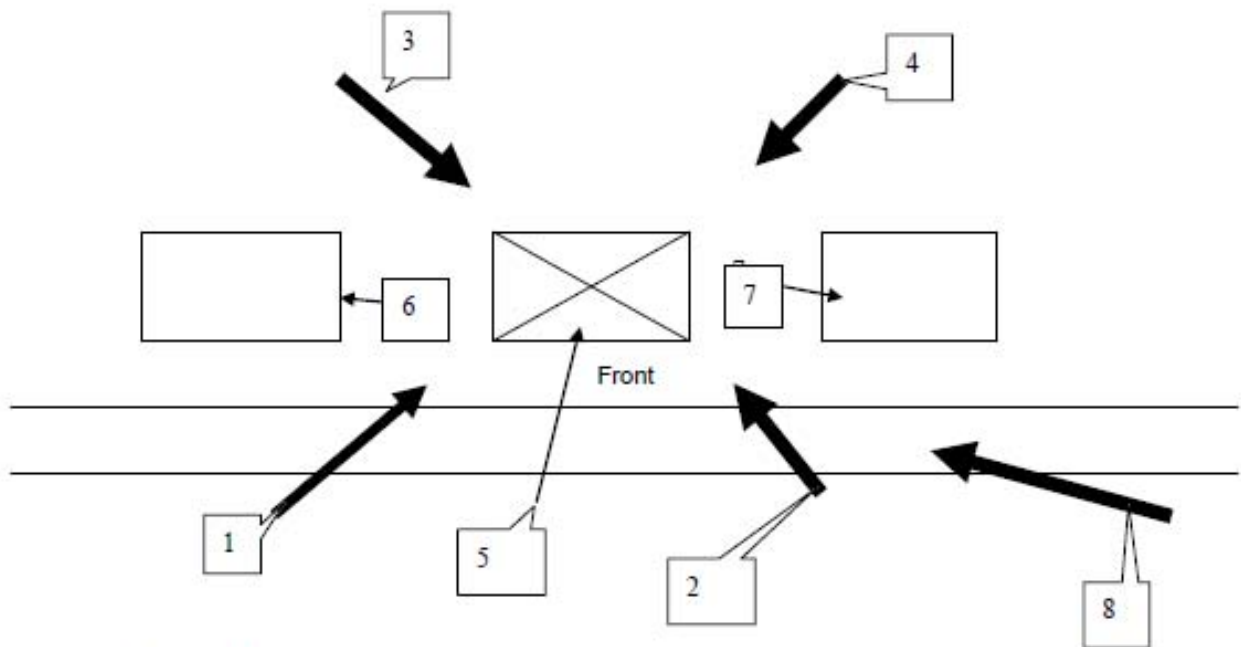
For Windows XP:

1. In MS Word, right-click on the picture and select "Format Picture"
2. On the picture tab, select "Compress"
3. Select the following settings: **Apply to:** all pictures in document; **Change Resolution:** Web/Screen; **Options:** compress pictures, delete cropped areas of pictures
4. Select "OK", and save your file

For Windows 7:

1. Click on the picture and select the "Picture Tools" tab at the top of the screen
2. Under "Picture Tools", on the "Format" tab, in the "Adjust" group, click Compress Pictures.
3. Select the following settings: **Compression Options:** UNSELECT "Apply only to this picture", SELECT "Delete cropped areas of picture"; **Target Output:** E-mail (96 ppi)

Compression software to reduce the size of PDF documents is also available online for free. Compressing file sizes can improve the ease of transmission of data and is highly recommended.



Contextual



Interior



Angle View